Position Announcement: Crisis Clinic Director

Employment Status: Full time; exempt.

Function:
The Crisis Clinic Director provides the leadership necessary to sustain a volunteer-staffed crisis line and training program in order to carry out the Clinic’s mission. The Crisis Clinic Director also supervises other staff positions (hourly, contract and full time). The Crisis Clinic Director works with the Board of Directors in developing the Clinic’s strategic plan and organizational priorities, and is responsible for implementing the policies within the organization. The Crisis Clinic Director is supervised by the Board President.

Responsibilities:

I. Administrative Oversight:
   1. Oversee all Clinic operations to ensure that sound operational, administrative, and human resource policies and controls are actively in place.
   2. Direct and coordinate activities of all staff, interns, AmeriCorps, and work-study students; including hiring, training, and evaluation.
   3. Nurture effective communication throughout the Crisis Clinic community and especially between board members, staff, and volunteers.
   4. Oversee budget and finances.
   5. Manage grants and contracts.

II. Crisis Line: Manage and support phone volunteers and training team: manage and coordinate the 24-hour crisis intervention telephone line, including:

   1. Phone Volunteer Support and Management

   2. Crisis Line Management
      a. Oversee crisis line service delivery. Ensure quality of crisis intervention and information and referral services.
      b. Ensure that the Crisis Clinic is in compliance with WAC 388-805-830(2)(a-g).
      c. Maintain records of all crisis line and phone room contacts that have a potential for a negative outcome and notify Board President.
of such contacts, and request consultation as needed to address problematic situations.

III. Training: Manage and ensure coordination of crisis intervention and communication training,

1. Assure the coordination quarterly crisis line volunteer trainings.
2. Design and implement training for community groups that contract for training services.

IV. Other duties as assigned.

Employment Status: Full time exempt. Trial period of three months; annual review thereafter.

Qualifications: Licensed mental health professional or associate, or Licensed Independent Clinical Social Worker or Associate. Masters degree with course emphasis in social services, psychology, and/or business. One-year experience in crisis intervention work and demonstrated experience in organizational management and administration, including successful supervising. Ability to work a flexible schedule including some evenings and weekends. Completion of a minimum of 40-hours of crisis intervention training at the Crisis Clinic.

Salary Range: $3,750 - $4,833/month ($45,000-$58,000 annually), depending on qualifications
Benefits include: 10 paid legal holidays; sick leave and vacation time, which is accrued at 17 days per year; and medical and dental benefits.

To Apply: Send resume and cover letter to Board President Kelly Olson kolson@crisis-clinic.org. Position open until filled.

The Crisis Clinic has a nondiscrimination policy in compliance with the state and federal laws regarding provision of services and employment practices. The Crisis Clinic is committed to equal opportunity for all persons without regard to sex, gender, age, race, color, religion, creed, national origin, marital status, ability, sexual orientation, or genetic markers.